



## SPECIAL EVENT - PUBLIC PROPERTY USER APPLICATION & AGREEMENT



**DO NOT USE FOR**

\* Contractor  
vehicle permit

**OR**

\* Single Day  
Temporary Parking  
Restriction  
Request

### DIRECTIONS

#### Step One:

- If this request involves closing a street  
Contact Lafayette Police – Special Operations Division / 765-807-1293
- If this request involves renting the Big Four Depot - Community Room,  
Riehle Plaza, or John T. Myers Pedestrian Bridge  
Contact Facilities Department for availability / 765-807-1323

#### Step Two:

- Complete and submit this application to Lafayette Clerk's Office  
City Hall, 2<sup>nd</sup> floor, 20 N 6<sup>th</sup> Street, Lafayette, IN / 765-807-1021

### User Information

Date of Event: 5/28/22 Time: From: 6am (am)/pm to: 6pm am/(pm)  
Name: Janie Peters Organization: 'Round the Fountain Art Fair  
Street Address: PO Box 1134  
City: Lafayette State: IN Zip Code: 47902  
Contact person(s): Janie Peters Phone Number(s): 765. 491. 6224  
Email: janiebpeters@gmail.com  
Event Description: Fine ART Fair  
Caterer: N/A Caterer's Phone Number: N/A

### This event will utilize the following venues (check all that apply):

- ☐ Big 4 Depot - Community Room ☐ Riehle Plaza ☐ John T. Myers Bridge  
☐ City Right-of-way ☒ City Street ☒ Sidewalk ☐ Other \_\_\_\_\_

### This event will include the following elements (check all that apply):

- Estimated Attendance: \_\_\_\_\_ ☒ Private Trash Hauler (must be removed by 8am following day)  
☒ Street/Sidewalk/Right-of-way restriction or closure ☒ Food or Beverages  
☒ Restroom Facilities (required for events 4+ hours) ☒ Tents/Canopies  
(INSIDE COURTHOUSE)  
☐ Alcohol (security is required) ☒ Security (required when serving alcohol)

**Not sure if you need an A&E Permit? Go to:**

- ☐ Amusement & Entertainment Permit # \_\_\_\_\_ <http://www.in.gov/dhs/2795.htm>  
☐ Stage ☐ Fireworks ☐ Outdoor cooker/grill ☐ Other \_\_\_\_\_

### Optional Equipment & Services:

- ☒ Traffic Control: barricades, **No Parking** signs, water barriers, **Road Closed** Signs \$25
- ☐ City Equipment: Trash totes, other \$25

### Timetable (Minimum # of days. Advanced planning is encouraged; sequence remains the same)

	0	7 days	14 days	21 days		42 days	
	Pre-planning		Notices	Event Preparation			Event
Begin	1st week	2nd week	3rd week	4th week	5th week	6th week	
	First contact	Submit Application Pre-event Meeting	Contact Neighbors prior to Board of Works Hearing	Board of Works Public Hearing & Approval			Date of Event

### Application submittal checklist

- ☒ Application
- ☐ Pre-event meeting (if required) *I'm available if required*
- ☒ Good Neighbor letter to neighboring properties (**send or deliver to neighbors 7 days prior to Board of Works hearing**)
- ☒ Letter of request to Board of Works (omit if only using Big Four Depot community room)
- ☐ Receipt – payment made to City of Lafayette
- Damage Deposit: \$ \_\_\_\_\_ (required only when renting Depot)
  - Permit Fee: \$ 25 (fee waived when renting Depot)
  - Rental Fee: \$ \_\_\_\_\_
  - Equipment & Services: \$ 25 (optional)
- ☒ Certificate of Insurance
- ☐ Amusement & Entertainment Permit # \_\_\_\_\_
- Not sure if you need an A&E Permit? Want more information? Go to:  
<http://www.in.gov/dhs/2795.htm> and see definition of A&E Permit in **Rule and Regulations** instructions found at the same link as the **Special Event Application**
- ☒ Traffic Control / Public Safety / Emergency Plan
- ☒ User Agreement
- ☒ Board of Public Works and Safety meeting (if required)



## USER AGREEMENT:

**INDEMNIFICATION AND RELEASE.** In consideration of being permitted the use of the venue(s) indicated above on this document (the "Property"), which Property is owned by the City of Lafayette, User as indicated below, for User and User's legal representatives, successors, and assigns, hereby releases waives and discharges the City of Lafayette, its officers, departments and employees and of them (herein collectively, "City") from all liability to User and User's officers, members, legal representatives, successors, invitees and assigns (herein collectively "User") from any and all loss or damage, and any claim of damages resulting therefore, on account of injury to persons or property arising out of possession or use of the Property, whether caused by the negligence of City, or any of them, or otherwise, resulting during the time the User is entitled to occupy and use the Property. User shall exercise the privileges under this Agreement at User's own risk, and irrespective of any negligence of City, User shall indemnify and hold City harmless from any and all liability for all damages, costs, losses and expenses resulting from, arising out of, or in any way connected with User's use and possession of the Property, including attorney fees incurred by City in defending any action arising out of User's possession or use of the Property, whether caused by negligence of the City, or any of them, or otherwise. City shall not be liable to User for any reason whatever User's occupation or use of the Property shall be hindered or disturbed. User agrees that User has made inspection of the Property and is not relying upon any representations of City or any of them as to the condition of state of repair of the Property or to its suitability for any particular purpose. This release, waiver, and indemnification is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

I have read the above Indemnification and Release and the Policy and Rules governing the use of any public property, city street, sidewalk or public property within the city's right-of-way, the James F. Riehle Plaza, Big Four Community Room, and John T. Myers Main Street Pedestrian Bridge. I agree on my own behalf, and on behalf of the group or organization I am authorized to represent, to such Indemnification and Release and to follow such Rules and Regulations which are incorporated and made a part of this user agreement.

"Lafayette Board of Works"

By: \_\_\_\_\_

Date: \_\_\_\_\_

"User"

By: \_\_\_\_\_

Signature

Printed: \_\_\_\_\_

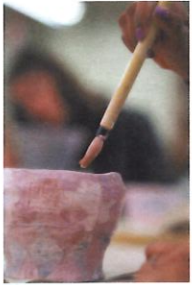
Date: \_\_\_\_\_



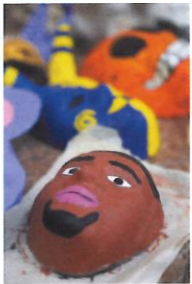
March 1, 2022

Lafayette Board of Works and Safety  
20 N 6<sup>th</sup> Street  
Lafayette, IN 47902

To: Lafayette Board of Works and Safety,



The 'Round the Fountain Art Fair is being held again this year around the Tippecanoe County Courthouse on Saturday, May 22, 2022 from 9:00 am until 4:30 pm. This is the 48th year that we have held the fair around the courthouse. The fair is a non-profit event that benefits art education in the 5 area high schools as well as art installations and courthouse restoration projects.



We would like to request that the following streets be **closed to traffic and parking prohibited** from 6am to 6pm on the day of the fair:

- Main Street (between 2nd and 5<sup>th</sup> Street)
- 4<sup>th</sup> Street (between Columbia and Ferry)
- 3<sup>rd</sup> Street (between Columbia and Ferry)



This space would be used for additional artist booths since we will not be using the Courthouse grounds. **We would also like to ask that parking be prohibited all around the Courthouse Square, the two blocks of 4<sup>th</sup> Street between Columbia and Ferry, the 3 blocks of Main Street between 2<sup>nd</sup> and 5<sup>th</sup> Street and 2 blocks of 3<sup>rd</sup> between Ferry and Columbia the same period.** Attached is the *Special Event – Public Property User Application & Agreement* form requesting approval and we understand that the police department would provide the barricades and we erect them at 6:00 am and take them down when the last artist has left the street or the square, normally about 6:00 pm.



I will arrange for Maintenance and Security detail through the Courthouse and Sherriff's Department for the day of the fair.

If you have any question, I can be reached on my cell phone at 765-491-6224. Thank you again for your consideration and for your continued support to the 'Round the Fountain Art Fair.

Regards, *Janie Peters*

Janie Peters, 'Round the Fountain Art Fair

EVERY  
CHILD  
*is an artist*





March 1, 2022

To: Business and persons affected by street closure May 28, 2022  
From: Janie Peters, 'Round the Fountain Art Fair Committee  
Re: ***Closing Main Street between 2nd and 5<sup>th</sup>***  
***Closing 4th Street between Columbia and Main***  
***Closing 3rd Street Between Columbia and Main***

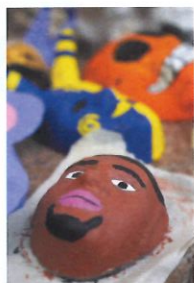
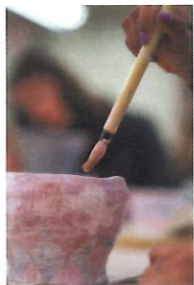
The 'Round the Fountain Art Fair is being held again this year around the Tippecanoe County Courthouse Square on Saturday, May 28, 2022, from 9:00 am until 4:30 pm. This is the 48th year that we have held the fair around the courthouse. This is a non-profit event that benefits art installation, and art education in Tippecanoe County.

We have submitted a request and received approval from The Traffic Division of the Lafayette Police Department that Main Street (between 2nd and 5<sup>th</sup> Street) and 3rd and 4<sup>th</sup> Streets (between Columbia and Ferry Street) be closed to traffic from 6:00 am until 6:00 pm on Saturday, May 28, 2022. This space would be used for additional artist's booths. We are also asking that parking be prohibited on the courthouse square for the same period.

Thank you so much for your cooperation.

Best regards,

Janie Peters  
Grounds Committee  
'Round the Fountain Art Fair



EVERY  
CHILD  
*is an artist*



↑ 2nd St. CLOSED

MAIN ST

3RD STREET

CLOSED

CLOSED

MAIN STREET

NORTH  
↓

Courthouse  
Square

NO PARKING

Columbia Street

4TH STREET

CLOSED

CLOSED

MAIN ST

Alley

Alley

CLOSED

5TH STREET



ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/28/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>EPIC Insurance Midwest</b> 2663 Duncan Road Lafayette, IN 47904	CONTACT NAME: <b>Terrie Hooker CIC CRIS AAI</b>	
	PHONE (A/C, No, Ext): <b>765-420-1339</b>	FAX (A/C, No):
	E-MAIL ADDRESS: <b>terrie.hooker@epicbrokers.com</b>	
INSURED  <b>Round The Fountain Art Fair</b> <b>P O Box 1134</b> <b>Lafayette, IN 47902</b>	INSURER(S) AFFORDING COVERAGE	
	INSURER A : <b>The Cincinnati Insurance Company</b>	NAIC # <b>10677</b>
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
INSURER F :		

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		ENP0200916	08/29/2021	08/29/2022	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A			PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

**City of Lafayette**  
20 N 6th Street  
Lafayette, IN 47901

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/28/2022

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<b>PRODUCER</b> <b>EPIC Insurance Midwest</b> <b>2663 Duncan Road</b> <b>Lafayette, IN 47904</b>	<b>CONTACT NAME:</b> Terrie Hooker CIC CRIS AAI <b>PHONE (A/C, No, Ext):</b> 765-420-1339 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> terrie.hooker@epicbrokers.com <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A : The Cincinnati Insurance Company</b> <b>NAIC #</b> 10677 <b>INSURER B :</b> <b>INSURER C :</b> <b>INSURER D :</b> <b>INSURER E :</b> <b>INSURER F :</b>
<b>INSURED</b> <b>Round The Fountain Art Fair</b> <b>P O Box 1134</b> <b>Lafayette, IN 47902</b>	

## COVERAGES

## CERTIFICATE NUMBER:

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	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/>						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

<b>Greater Lafayette Commerce</b> <b>P O Box 348</b> <b>Lafayette, IN 47902</b>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. <b>AUTHORIZED REPRESENTATIVE</b> 
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6

MISCELLANEOUS PAYMENT RECPT#: 3118852  
City of Lafayette, IN  
20 N 6th St  
Lafayette IN 47901

DATE: 03/01/22      TIME: 15:40  
CLERK: sscott      DEPT:  
CUSTOMER#: 999  
MISC CUSTOMER  
COMMENT: CLOSURE

CHARGES:  
APG1 APPLICATION FEE      25.00  
SPEQ SPECIAL EVENT E      25.00  
AMOUNT PAID:      50.00

PAID BY:      ROUND THE FOUNTAIN E  
PAYMENT METH: CREDIT CARD  
V#1462 EX 0324

REFERENCE:

AMT TENDERED:      50.00  
AMT APPLIED:      50.00  
CHANGE:      .00